

**SECRET**

# Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 13 April 1955

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report # 15  
6-12 April 1955

## A. SIGNIFICANT ITEMS

1. At a meeting between the Director of Training and the Director of Personnel, attended by offices concerned with the JOT Program, methods and plans for its development were discussed. Problems of recruitment, pre-employment medical examinations, field testing, processing and administration, together with that of adequate staffing, were taken up. This matter grew out of the expressed need for a greater number of highly qualified junior personnel in the DDP. An important paper written by [ ] pointed out this need with great clarity and persuasiveness.

## B. NORMAL ACTIVITIES

1. [ ] has departed on an overseas assignment.

2. [ ] has been temporarily attached to SE- [ ] for on-the-desk training. [ ] has been attached to the CI Staff temporarily until the beginning of [ ] in May. [ ] has been temporarily attached to [ ] for on-the-desk training.

3. [ ] took the following courses: [ ]

4. [ ] is being specially prepared at [ ] for an overseas assignment.

5. [ ] took the Language Aptitude Test.

6. Meetings have been held with the following officials on the subjects indicated: [ ] (assignment of other JOT's); [ ] CWPD (specific training programs); [ ] (additional JOT's for training); [ ] TR (history of JOT Program); [ ] PUD (JCD selection); [ ] FE Admin (JOT standards); [ ] A&E (test analyses); and [ ] CI (JOT [ ])

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7. Personal interviews were held with JOT's:

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8. Interviews were held with sixteen JOT candidates. Six JOT candidates were invited to Washington for pre-employment medical exams; four of this number are to be tested. The files of seven candidates were put in suspense, three were rejected, and the cases of six were closed. Four requests for personnel actions were submitted.

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